

REGISTER OF DEEDS

Statement of Purpose

The Catawba County Register of Deeds serves as custodian of all records of real estate, vital records, military discharges and the certification of notary publics and is essential in preserving the history of the County. This includes providing the public with accurate and expedient documentation as needed.

Outcomes

1. Provide more timely, courteous, and accurate services to the public by:
 - a. Recording 100% of real estate documents the same day received.
 - b. Recording 99% of vital records the same day they are received, given there are no problems with the records.
 - c. Responding to 99% of all vital records requests (marriage license, birth and death certificates) received by mail and in person within the same day. Given there are not problems with the request.
 - d. Organize, store and protect all 2,375 microfilm cartridges for easier retrieval.
2. Improve customer service to the public by reducing the amount of in office research time required to obtain copies of needed records by implementing the following technologies by June 30, 2010:
 - a. Providing offline and online access to scanned images of the GRANTEE real estate indexing books for 1984 to 1988 since we already provide books 1992 to 1989 and 1983 to 1955.
 - b. Providing offline and online access to scanned images of the GRANTOR real estate indexing books for 1954 to 1842 since we already provide 1992 to 1955.
 - c. Providing offline and online access to scanned images of all deeds from book 609 to 1 since we already provide the same from book 899 to 610 and all real estate documents from the most recent recording back to book 900.
 - d. Providing offline and online access to scanned images of the real estate plats back to book 7 since we already provide from the most recent recording back to book 12.
 - e. Replace and preserve the original marriage license and binders from Volumes 28 to 20 since 19 to 1 has already been completed.
 - f. Will meet with Information Technology to update and upgrade our Website to be a more user friendly site.
 - g. To keep myself and staff educated with the laws that govern this office we will attend the two North Carolina Association of Register of Deeds (NCARD) Conferences and any workshops that might be offered as to make sure that all laws and regulations are followed.

2. The addition of a new staff member last December allows one staff member to be solely responsible for supervising the vital records area. The staff member's responsibilities will consist of the following:
 - a. Daily indexing and recordings which consist of working with Health Department and Funeral Homes.
 - b. Providing the indexing and scanned uncertified copies of birth records back to year 1938 on the self-service in-house terminals since we already provide the most recent filing to 1942.
 - c. Providing the indexing and scanned uncertified copies of death records back to 1990 on the self-service in-house terminals since we already provide the most recent filing to 1995.
 - d. Providing the indexing and scanned uncertified copies of marriage records back to 1990 on the self-service in-house terminals since we already provide the most recent filing to 1995.
 - e. Training and/or approval of Amendments, Legitimations, and Delayed certificates.
3. The declining economy has affected Catawba County's Register of Deeds Office with the decreasing number of Real Estate recordings. Due to the reduction in recordings projected in the next fiscal year, the Register of Deeds Office plans to put more of an emphasis on long-term projects that will convert paper files to an electronic format. The electronic format will allow for the files to be more accessible to the public and staff which will allow for better customer service. The following are the long-term projects the Register of Deeds Office will start this fiscal year:
 - a. Index and scan Vital Records (birth, marriage & death) back to 1842.
 - b. Index and scan Notary Public records back five years, which will be assessable to staff only.
 - c. Index and scan Military DD214 records back to beginning, which will be assessable to staff only.
 - d. Index and scan Corporate records back to 1842.
 - e. Scan plats back to 1842.
 - f. Review 1984 – 1992 Grantee index books so there can be a standard and complete set of these years.
 - g. Index the monthly out of county deaths received from Office of Vital Statistics in Raleigh.
4. Ensure that a Disaster Recovery Plan is intact in order to minimize the loss and ability to retrieve all records in the Register of Deed's Office.

- a. Backup digitalized real estate records, vital records, military discharges and notary public certifications either through the Catawba County Information Technology Department, Archives in Raleigh or Logan Systems.
- b. To keep the most updated recovery plan in Disaster Notebook and make sure all staff knows how to implement the plan in a time of need.
- c. To have quarterly drills for the staff to make sure they are aware of the Disaster Recovery Plan and how to address any alterations that need to be made to the plan.
- d. To include the public in at least two of the four drills we have throughout the year.

Register of Deeds

Organization: 160050

	2007/08 Actual	2008/09 Current	2009/10 Requested	2009/10 Approved	Percent Change
Revenues					
Real Estate Excise	\$644,574	\$600,000	\$500,000	\$500,000	-17%
Charges & Fees	666,190	722,625	505,050	444,386	-39%
Miscellaneous	227,771	226,500	210,000	187,300	-17%
General Fund	(780,342)	(742,641)	(403,638)	(417,613)	-44%
Total	\$758,193	\$806,484	\$811,412	\$714,073	-11%
Expenses					
Personal Services	\$495,758	\$566,980	\$569,020	\$506,306	-11%
Supplies & Operations	218,919	239,504	242,392	207,767	-13%
Capital	43,516	0	0	0	0%
Total	\$758,193	\$806,484	\$811,412	\$714,073	-11.5%
Employees					
Permanent	10.00	10.00	11.00	11.00	10%
Hourly	0.60	0.60	0.00	0.00	0%
Total	10.60	10.60	11.00	11.00	4%

Budget Highlights

Ten percent of the total revenues collected for marriage licenses, recording of legal instruments, UCC filing fees, and miscellaneous revenues are recorded in the Register of Deeds Automation and Preservation Fund. The remaining 90% stays in the General Fund. This was effective January 1, 2002, when House Bill 1-73 was approved by the General Assembly.

Due to a projected lower than average amount of document recordings in the next fiscal year, the Register of Deeds Office unfunded one Deputy Register of Deeds position in Fiscal Year 2009/10 and plans to focus more efforts on long-term projects that will convert paper files to an electronic format, which will make the files more accessible to the public. The following are the long-term projects the Register of Deeds Office will start this fiscal year:

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- Index and scan Notary Public records back five years, which will be assessable to staff only
- Index and scan Military DD214 records back to beginning, which will be assessable to staff only
- Index and scan Corporate records back to 1842
- Scan plats back to 1842
- Review 1984 – 1992 Grantee index books so there can be a standard and complete set of these years
- Index the monthly out of county deaths received from Office of Vital Statistics in Raleigh

Budget to budget, the department increased by 1 FTE. This is due to a Deputy Register of Deeds position added during Fiscal Year 2008/09 to allow the department to more quickly deal with projects above.